

**Manager of Academic Support Services
Kean University**

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Posted Jul. 14, 2025, set to expire Mar. 27, 2026

Job Title	Manager of Academic Support Services
Department	Exceptional Educational Opportunity/Educational Opportunity Fund (EEO/EOF) Program
Institution	Kean University Union, New Jersey
Date Posted	Jul. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Services Educational Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Manager-of-Academic-Support-Services--Exceptional-Educational-Opportunity-Educational-Opportunity-Fund--EEO-EOF--Program_R3614

Apply By Email

Job Description

Exceptional Educational Opportunity/Educational Opportunity Fund (EEO/EOF) Program

Manager of Academic Support Services

Kean's Educational Opportunity Fund (EOF) Program supports innovative educational initiatives, supplemental instruction, support services, academic and educational advisement and leadership development activities to improve the student's chance of academic success. As an essential

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component of the EOF Program, the EOF Learning Center (EOFLC) is a multipurpose tutoring and mentoring center serving the academic and developmental needs of EOF students. The EOFLC coaches EOF students in the skills and strategies needed to become independent, active and resourceful learners. The EOFLC also collaborates with counselors, mentors and faculty to provide individual and small-group tutoring, supervised study, supplemental instruction as well as skills workshops to promote learning and self-efficacy.

Reporting to the Director, with work also assigned by the Associate Director, the Manager of Academic Support Services (Managing Assistant Director 2) is a member of the EOF management team and manages the coordination of all aspects of academic support services provided by the EOFLC. The Manager participates in the planning, development, implementation, and coordination of EOFLC programs, goals, policies, and procedures; plans academic programming, including the academic component of summer EOF programs; focuses on increased retention and graduation rates; and does related work as required. This position requires travel and a flexible schedule including evening and weekend hours. *This position is grant-funded and contingent upon the availability of supporting grant funds.*

Qualifications: Master's degree in Education or a related field from an accredited college and two years of professional experience in student support services in an institution of higher education is required. Knowledge of Microsoft Office Suite, computer databases and new technologies, including web-based services and social media is also required. Candidate must have strong leadership skills and strong oral and written communication skills. Preferred qualifications include: proven experience in supervisory and program management roles; proven experience in working with successful tutoring programs; experience hiring and training staff; budget development and management; workshop development and presentation experience; experience in providing academic advisement; skills in reporting and assessment; instructional training, support and advising to diverse and at-risk collegiate populations; and College Reading & Learning Association (CRLA) certification in tutoring and mentoring.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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